Santiago Canyon College
Collegial Governance Framework

Legend

Governance

Advisory

Operational

Faculty

Academic & Professional Recommendations

Information/Recommendations

Makes Decisions

++Voice

BOARD OF TRUSTEES

ASG

+ Primary Advice 1,2,3,5,8

+ Mutual Agreement 4,6,7,9,10

Chancellor District Council

President's Classified Advisory Group

Academic Senate

SCC President

President's Cabinet

College Council

Administrative Services

Curriculum Council

Enrollment Management

Planning & Institutional Effectiveness

Educational Master Planning

Budget Committee

Exceptions to Academic Regulations

Safety/ Emergency

Accreditation
Distance Education
Facilities
Honors Program
Professional Development
Student Success & Equity
Technology

DSPS Advisory
EOPS/CARE Advisory

Web Committee

Framework updated 7-27-15

Create New Courses, Revise Courses and Addenda

Agenda

1. Curriculum Library
   a. Curriculum Dashboard
2. Course Outline
   a. Course Info
      i. General Information
      ii. <mark>Faculty Requirements</mark>
   b. Course Development Options
      i. Associated Programs
      ii. Transferability & General Education Options
   c. Units and Hours
      i. Credit/Noncredit Options
      ii. Weekly Student Hours (**DO NOT USE ACTIVITY**)
      iii. Weekly Specialty Hours
      iv. Course Student Hours
   d. Prerequisites and Entrance Skills
      i. Prerequisites, Corequisites, Anti-requisites, and Advisories
      ii. Entrance Skills
      iii. Limitations on Enrollment
   e. Specifications
      i. Methods of Instruction
      ii. Assignments
      iii. Methods of Evaluation
      iv. Equipment
      v. Other Instructor Materials
      vi. Materials Fee
      vii. Textbooks
   f. Learning Outcomes and Objectives
      i. Course Objectives → Course Purpose in CurricUNET
      ii. CSLOs → Student Learning Outcomes in CurricUNET
   g. Outline → Course Content in CurricUNET
      i. Copy the Course Content Table
   h. Distance Education Addendum (if applicable)
   i. Honors Addendum (if applicable)
   j. Curriculum Technician (Viewing Access Only)
      i. Course Administration Codes
      ii. Articulation
3. Revise a course
4. Create a new course

New and Revised

Credit Course Workflows

1. **Level 1.0 – Course Creation**
   a. Course Author Submit
2. **Level 2.0 – Curriculum Office**
   a. Curriculum Office Approve
3. **Level 2.5 – Distance Education Coordinator**
   a. Distance Education Coordinator Approve
4. **Level 4.0 – Articulation Officer**
   a. Articulation Officer Approve
5. **Level 4.25 – CIC Chair**
   a. Curriculum Chair Approve
6. **Level 4.50 – Department Review**
   a. Department Member Review – Save As Draft
   b. Department Chair Approve – Submit as member and as chair
7. **Level 5.0 – Division Dean**
   a. Division Coordinator (review, approve)
8. **Level 6.0 - Curriculum Cluster Committee Review**
   a. Curriculum Cluster Committee Member Review – Save As Draft
   b. Curriculum Cluster Chair (CIC Rep) Approve – Submit as member and as chair
9. **Level 7.0 – CIC Technical Review**
   a. CIC Technical Committee Review Approve
   b. Curriculum Chair Approve
10. **Level 8.0 – CIC Review**
    a. CIC Member Review – Save As Draft
    b. CIC Member Non-Voting Review – Save As Draft
    c. Curriculum Chair Approve – Submit as CIC member, CIC Non-Voting, and as Chair
11. **Level 9.0 – Curriculum Specialist**
    a. Curriculum Specialist Approve

Highlighted levels indicate multiple roles/users. Only the Chair will submit. All other members can leave their comments and SAVE AS DRAFT.

New and Revised

Noncredit Course Workflows

1. **Level 1.0 – Course Creation**
   a. Course Author Submit
2. **Level 2.0 – Curriculum Office**
   a. Curriculum Office Approve
3. **Level 2.5 – Distance Education Coordinator**
   a. Distance Education Coordinator Approve
4. **Level 4.25 – CIC Chair**
   a. Curriculum Chair Approve
5. **Level 4.50 – Department Review**
   a. Department Member Review – Save As Draft
   b. Department Chair Approve – Submit as member and as chair
6. **Level 5.0 – Division Dean**
   a. Division Coordinator (review, approve)
7. **Level 6.0 - Curriculum Cluster Committee Review**
   a. Curriculum Cluster Committee Member Review – Save As Draft
   b. Curriculum Cluster Chair (CIC Rep) Approve – Submit as member and as chair
8. **Level 7.0 – CIC Technical Review**
   a. CIC Technical Committee Review Approve
   b. Curriculum Chair Approve
9. **Level 8.0 – CIC Review**
   a. CIC Member Review – Save As Draft
   b. CIC Member Non-Voting Review – Save As Draft
   c. Curriculum Chair Approve – Submit as CIC member, CIC Non-Voting, and as Chair
10. **Level 9.0 – Curriculum Specialist**
    a. Curriculum Specialist Approve

Highlighted levels indicate multiple roles/users. Only the Chair will submit. All other members can leave their comments and SAVE AS DRAFT.

Create New Programs, Revise Programs and Upload Attachments

Agenda

1. Use Faculty role to create or revise programs
2. Curriculum→ Curriculum Library→ Programs
3. Revise a program
   a. Select Workflow
   b. Select Program Type
      i. Pathways Program vs Rule-Based
   c. Cover Info
   d. Course Blocks
      i. Major Requirements
      ii. Rules
      iii. CSU GE - Plan B
      iv. IGETC - Plan C
   e. Recommended Sequence
   f. Learning Outcomes
   g. Program Narrative
      i. Upload Files → Labor Market Information (LMI) data or any other supplemental information that shows support/need for program.
   h. Curriculum Technician
4. Delete workflow (proposal)
5. Create a program